

ASCE Region 10
Rules of Policy and Procedure

Article 1. General

See Region 10 Bylaws.

Article 2. Membership

See Region 10 Bylaws.

Article 3. Separations from Membership, Disciplinary Proceedings

See Region 10 Bylaws.

Article 4. Fees and Dues

See Region 10 Bylaws.

Article 5. Management

5.0 Conduct of Annual Audit. The Annual Audit shall be completed within thirty (30) days of the conclusion of the fiscal year and shall be provided to the Region 10 Board of Governors in advance of their next meeting. The Treasurer shall not conduct the Annual Audit.

5.1 Minutes of Meeting of the Region 10 Board of Governors. The Region 10 Secretary shall compile meeting minutes within thirty (30) days after any Region 10 Board of Governors meeting and shall distribute the minutes to each Region 10 Section and Group, the Region 10 Governors, the Region 10 Director and the Society Secretary. The meeting minutes shall contain all resolutions passed at the meeting.

5.1.1 Resolutions of the Region 10 Board of Governors. Resolutions passed at a meeting and directed to the Society Board of Direction shall be forwarded to the Society Secretary for transmittal to the Society Board of Direction as soon as possible, but not later than thirty (30) days after the meeting. Resolutions shall be sent to the Region 10 Sections and Groups as soon as possible but not later than thirty (30) days after the Region 10 Board of Governors meeting. The Region 10 Secretary shall keep a record of all Resolutions passed.

5.2 Retention of Records. The permanent records of Region 10, which include but are not limited to the Annual Audit, meeting minutes, governing documents, financial reports, any guidelines or handbooks, and official correspondence,

shall be stored at ASCE Headquarters where they will be available when needed.

Article 6. Officers and Governors

6.0 Vacancy. When a vacancy occurs in the office of a Region 10 Governor, the Region 10 Board of Governors shall fill the vacancy for the unexpired portion of the term.

6.1 Region Governors.

6.1.1 Additional Duties of the Region 10 Governors. Additional duties of the Region 10 Governors shall include, but are not limited to, coordination with and participation in Region 10 Section, Group, Student Organization meetings, and meetings of other Region 10 subsidiary organizations as appropriate.

6.2 Region Officers.

6.2.1 Vice Chair. The Vice Chair shall serve as the Chair in the absence of the Chair at any scheduled meeting and assume the duties of the Chair in the event of the Chair's temporary incapacitation.

6.2.2 Secretary. The Secretary shall prepare the minutes of all meetings and reports for communication between the Region 10 Board of Governors and the Region 10 Sections and Groups.

6.2.3 Treasurer. The Treasurer shall provide a written financial report at Region 10 Board of Governor meetings and shall prepare the financial portion of the Annual Report in accordance with the requirements specified by the Society's Executive Committee.

6.3 Absences. The Region 10 Board of Governors may excuse absences such as, but not limited to, absences related to personal illness or injury, death of a family member, business emergency, or ASCE business that conflicts with the Region 10 Board of Governors Regularly Scheduled Meeting.

Article 7. Elections

7.1 Nomination Materials Required. A candidate shall submit the following documentation in electronic format to the Secretary of the Region 10 Board of Governors:

- A one page letter of interest and commitment
- A professional resume of no more than three pages
- A letter of nomination or endorsement, if applicable

- A statement that the nominee meets the minimum requirements, including ASCE Member Number, Address of Record, Section or Group offices and committee service, Society-level Committee assignments, and other ASCE service
- A recent, passport-type photograph suitable for publication

7.2 Evaluation of Nominations. The Region 10 Nominating Committee will follow a review, presentation, discussion, and voting process for selection of the nominee(s). The evaluation process will be carried out in closed session. The Region 10 Nominating Committee will thoroughly review each candidate's information prior to any discussion or vote. The Region 10 Nominating Committee shall review the candidates submitted to determine their eligibility. Candidates who are ineligible shall be removed from consideration.

7.3 Interview of Candidates.

7.3.1 Timing of Candidate Statements. After completion of the review of the candidate's information, the Region 10 Nominating Committee shall establish a time frame for hearing statements from each candidate wishing to make a statement to the Region 10 Nominating Committee, allowing each candidate no more than ten (10) minutes for the oral statement. Following the statement, there shall be a question and answer session for each candidate that shall not exceed ten (10) minutes. Each candidate may make a closing three (3) minute oral statement after the close of the question and answer session.

7.3.2 Ability for Candidates to Participate. Candidates who wish to participate may make a statement via telephone with prior notification to the Chair of the Region 10 Nominating Committee.

7.3.4 No Discussion During Candidate Interviews. There shall be no discussion by the Region 10 Nominating Committee members between candidate interviews. Discussion regarding the candidates shall only occur after all interviews are completed.

7.4 Nomination Process.

7.4.1 Single Candidate for Office. When there is one (1) qualified candidate, this candidate shall be the Official Nominee and no voting procedure is required as stated in the Society Bylaws.

7.4.2 Two (2) or More Candidates for Office. When there are two (2) or more qualified candidates, each member of the Region 10 Nominating Committee shall vote for one (1) of the candidates. If a candidate receives seventy-five percent (75%) or more of the valid votes cast, that candidate shall be forwarded as the Official Nominee. If no candidate receives seventy-five percent (75%) of the vote, then the two (2) candidates who

receive the highest number of votes shall be forwarded as Official Nominees.

Article 8. Meetings

8.0 Parliamentary Authority. Robert's Rules of Order, latest edition, shall govern the conduct of all Region 10 Board of Governors meetings.

Article 9. Committees, Geographic Units, Affiliated and Other Organizational Entities

See Region 10 Bylaws.

Article 10. Administrative Provisions

See Region 10 Bylaws.

Article 11. Amendments

See Region 10 Bylaws.